COTECNA
Trust for a moving world

RESPECT AT WORK POLICY

First Edition | Published 1st April 2023

We Care About People

We believe that our working environment should be a safe place where our individual talents and strengths can thrive in an atmosphere of respect, dignity, and professionalism, enabling us to grow as individuals in an organisation where Human Rights are respected.

For this reason, we require all employees at all levels in the organisation to abide by the principles set out in this Respect at Work Policy.

Diversity and Equality

We promote equal employment opportunities. As an international company, we believe that equality and diversity enrichen our professional lives and enable us to attract and retain the best talents to build Cotecna.

Discrimination

We prohibit discriminatory behaviour based on gender, social, ethnic, religious or any other personal characteristics.

Harassment

We do not tolerate any forms of harassment, and we implement appropriate measures to prevent it. Harassment includes all forms of verbal, physical, sexual, or visual conduct that threatens, intimidates, or coerces an employee, co-worker, or any person working for or on behalf of Cotecna.

Bullying

We do not tolerate any form of bullying, such as intentional persistent harassment, intimidation, humiliation, and insults.

Anti-social behaviour in the workplace

We prohibit any form of anti-social behaviour at work that negatively impacts our work and the workplace.

Fair Labour

We respect all human rights protected by the United Nations' Universal Declaration of Human Rights (UDHR). We comply with all relevant employment laws and regulations, and respect employees' legal rights.

Victimisation

We prohibit unfair treatment or retaliation due to actions taken by employees to access their legal employment rights or because of a complaint made in good faith without malicious intent.

Help Line

We provide a confidential Help Line to enable employees to report violations in this Respect at Work Policy. Anonymity will be respected to the greatest extent possible.

To report a violation, contact **respect@cotecna.com**

Explanations

Diversity and Equality

This means that we promote equal employment opportunities, and we do not base decisions about salary, benefits, promotion, and career development on the basis of gender, ethnicity, religion, age, marital status, disability, political opinion, pregnancy, sexual orientation, or any other personal characteristic.

Discrimination

The principle of non-discrimination means that we do not use words or acts that are intended to demean or disadvantage a person because of their social background or personal characteristics, such as ethnicity, national origin, gender, sexual orientation, age, language, lifestyle, marital status, pregnancy, religion, philosophical or political convictions or on the basis of a physical, mental, or psychological disability.

There is discrimination when a person is not treated equally to another person in the same situation based on one of the above criteria and this results in a form of humiliation or exclusion. Decisions related to employees' opportunities and career development within Cotecna are based on objective criteria.

Harassment

Harassment is a repetition of words and actions that have harmful physical or psychological consequences for a victim. Usually these behaviours are repeated, but a single act may be sufficient. Harassment is not limited to interactions between a manager and an employee, but also between employees or groups of employees.

Harassment can take different forms either physical, verbal, visual or sexual.

It is important to be aware that harassment at work can also occur outside the workplace and outside working hours (e.g., work event held offsite, commuting, etc.).

Physical harassment means inappropriate physical contact against the person's will, such as assault, improper touching, pushing someone, patting, throwing something at someone.

Verbal harassment means derogatory statements, threats, insults, either verbally or by text message, or emails, that demeans or humiliates someone's personal characteristics including gender, ethnicity, age, origin, social status, sexual orientation, and religion.

Visual harassment is an assault to an employees' sight that is offensive or uncomfortable. This includes explicit images in the form of posters, pictures, drawing, email attachments, screensavers. It can also include obscene gestures or looks.

Sexual harassment means an unwelcome conduct of a sexual nature, or any other behaviour based on sexual orientation which violates the dignity of the person in the workplace, by especially uttering threats, promising benefits, imposing constraints, or exerting pressure, including innuendoes and suggestive comments, to any kind on a person with a view to obtaining favours of a sexual nature. This includes sexual, sexist, homophobic or transphobic words, actions or gestures that cause discomfort and fear, thus threatening the well-being of the individual, and which may jeopardise their employment and/or create a hostile working environment.

Bullying

Bullying can take various forms and is defined as repeated harmful verbal, physical, social or psychological behaviour by a group or individual directed at one or more persons, with the aim of intimidating, humiliating, or insulting them.

This includes behaviours such as, but not limited to, repeated hurtful remarks or attacks, insults, constant criticism, threats, meaningless work assignments and exclusions, making fun of someone's work, or sabotaging someone's professional activities.

Bullying can occur not only from a manager's actions towards his/her employees but also between colleagues regardless of their position in the organisation.

Anti-social behaviour in the workplace

Anti-social behaviour in the workplace can create a toxic work environment impacting employees, the company's productivity, and affecting the success of the business or damaging its reputation.

Such behaviours include drug abuse, alcohol use, foul language, shouting, swearing, fighting, aggression, or dishonesty.

Fair Labour

We do not employ children under the age of completion of compulsory schooling (in any case not less than 16 years old). Employees aged 16-18 years old are not employed in hazardous activities.

We prohibit any form of forced or compulsory labour, whether in the form of prison labour, indentured labour, bonded labour, slave labour or any kind of non-voluntary labour. At a minimum, we respect the provisions of the United Nations' Universal Declaration of Human Rights.

We recognize that employees have the right to freedom of association.

Victimisation

Everyone should be able to exercise their legal rights or help others to do so, without being treated badly or worrying about retaliation in return. If an employee makes a complaint, or intends to complain, in good faith about the violation of one of the principles stated in this Respect at Work Policy, they will be protected from victimisation or retaliation.

How to report a violation of this Policy

Employees are encouraged to report violations of this Respect at Work Policy. Reports may be made directly to a member of local management, the Human Resources Department or via our dedicated Help Line at **respect@cotecna.com**.

All reports and complaints are investigated by an impartial committee composed of members of the Head Office Human Resources and Compliance Departments. We ensure that investigations are treated confidentially, to the extent reasonably possible, and the status and outcome of the investigation will be communicated to the reporter.

In case the reporter requests anonymity, this will be protected to the greatest extent possible.

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